

922 KAR 2:240. Kentucky Early Care and Education Trainer's Credential and training approval.

RELATES TO: KRS 164.518(3), 199.896(15) - (17), 199.8982(1)(a)6, (2), 42 U.S.C. 9831-9852

STATUTORY AUTHORITY: KRS 194A.050(1), 199.8941(4), 199.896(17), 199.8982(3), 200.703(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 194A.050(1) requires the secretary of the Cabinet for Health and Family Services to promulgate administrative regulations necessary to cooperate with other state and federal agencies for the proper administration of the cabinet and its programs. KRS 200.703(3) requires the cabinet to implement programs funded by the Early Childhood Advisory Council. KRS 199.896(17) and 199.8982(3) require the cabinet to make available training for child care providers through the development or approval of a model training curriculum and training materials, including video instruction material. KRS 199.8941(4) requires the cabinet to encourage the professional development of persons who are employed or provide training in a child care or early childhood setting by facilitating their participation in the scholarship program. KRS 164.518(3) requires the cabinet to assist in the promulgation of administrative regulations that include a system of monetary incentives for scholarship program participants. This administrative regulation establishes the requirements for an individual to obtain a Kentucky Early Care and Education Trainer's Credential and identifies whom the credentialed individual may train.

Section 1. Definitions. (1) "Adult learning theory" means the concepts and principles that explain how adults gain knowledge and skills that result in relatively long-term changes in attitude and behavior.

(2) "Asynchronous learning" means forms of education, instruction, and learning that occur at different times and in different places, and may be accessed individually by trainees.

(3) "Child Development Associate" or "CDA" means the nationally recognized credential approved by the Council for Professional Recognition.

(4) "Clock hour" means a sixty (60) minute period of instruction.

(5) "Full-time, paid experience" means working at least thirty (30) hours per week or the equivalent in an early care and education setting.

(6) "Synchronous learning" means forms of education, instruction, and learning that occur at the same time in real time, but not in the same place.

Section 2. Eligibility Criteria for the Kentucky Early Care and Education Trainer's Credential. An individual shall:

(1) Be at least twenty-one (21) years of age;

(2) Have a high school diploma or equivalent;

(3) Complete the two (2) clock hour cabinet-approved Introduction to Kentucky Resources for Early Care and Education Trainers training that provides an overview of:

(a) Early care and education systems in Kentucky; and

(b) Resources available to assist early care and education professionals;

(4) Complete the two (2) clock hours of cabinet-approved training on the cabinet-designated data system; and

(5) Have training or experience in the following topics of early care and education:

(a) Child growth and development;

(b) Health, safety, and nutrition;

(c) Professional development;

- (d) Learning environments and curriculum;
- (e) Child assessments;
- (f) Family and community partnerships; and
- (g) Program management and evaluation.

Section 3. Application and Approval for a Kentucky Early Care and Education Trainer's Credential. (1) An individual applying for a Kentucky Early Care and Education Trainer's Credential shall:

(a) Complete a DCC-200, Kentucky Early Care and Education Trainer's Credential Application, which includes documentation that the individual meets the education and work experience requirements for a training level established in Sections 5 through 10 of this administrative regulation; and

(b) Submit the documents required by paragraph (a) of this subsection to the cabinet or its designee.

(2) Applicants and trainers conducting online trainings or webinars shall complete the cabinet-approved online training development course.

(3) Upon approval of the application required by subsection (1) of this section, the cabinet or its designee shall award the individual a:

(a) Letter of approval; and

(b) Kentucky Early Care and Education Trainer's Credential for a training level specified in Sections 5 through 10 of this administrative regulation.

(4) A first-time applicant for a Kentucky Early Care and Education Trainer's Credential may seek a waiver from completing the Fundamentals of Effective Training seminar, required by Section 4 of this administrative regulation, if the applicant:

(a) Completed eligible coursework equivalent to that required in Section 4 of this administrative regulation within the last ten (10) years; and

(b) Provides documentation that the curriculum of coursework matches the content and focus of the required seminar.

Section 4. Trainer's Seminar. An individual applying for a Level 2 through 5 Kentucky Early Care and Education Trainer's Credential shall complete a seventeen (17) clock hour trainer's seminar, the Fundamentals of Effective Training, consisting of the following areas, unless exempted by Section 3(4) of this administrative regulation:

- (1) Core content and training levels;
- (2) Principles of adult learning;
- (3) Supporting transfer of learning;
- (4) Ethics and professionalism;
- (5) Needs assessment and evaluation;
- (6) Training design and methods; and
- (7) Conducive learning environments and organizational strategies.

Section 5. Level 1 Kentucky Early Care and Education Trainer's Credential Requirements. For a Level 1 Kentucky Early Care and Education Trainer's Credential, an individual:

(1) Shall have three (3) years of full-time, paid experience in the early care and education field; and

(2) May only train as a co-trainer on a single topic of early care and education, pursuant to Section 2(1)(e) of this administrative regulation, with a credentialed trainer at a higher level.

Section 6. Level 2 Kentucky Early Care and Education Trainer's Credential Requirements.

- (1) For a Level 2 Kentucky Early Care and Education Trainer's Credential, an individual shall:
- (a) Have:
 - 1.a. A CDA or director's credential, as established in 922 KAR 2:230; and
 - b. Three (3) years of full-time, paid experience, or equivalent, as approved by the cabinet in the early care and education field; or
 - 2. Ten (10) years of full-time, paid experience in a field related to early care and education as approved by the cabinet and the equivalent of forty-five (45) clock hours of formal early care and education training;
 - (b) Co-train at least twelve (12) clock hours with a Level 4 or 5 Kentucky Early Care and Education trainer before training solo; and
 - (c) Complete the trainer's seminar requirement established in Section 4 of this administrative regulation, or equivalent, approved by the cabinet or its designee.
- (2) An individual who is awarded a Level 2 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:
- (a) Training requirements established in:
 - 1. KRS 199.896(15) and (16);
 - 2. KRS 199.8982(1)(a)6 and (2); or
 - 3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;
 - (b) Final sixty (60) hours required for the CDA if co-training with a Level 4 or Level 5 credentialed trainer; or
 - (c) Level 1 or Level 2 Kentucky Early Care and Education Trainer's Credential.

Section 7. Level 3 Kentucky Early Care and Education Trainer's Credential Requirements.

- (1) For a Level 3 Kentucky Early Care and Education Trainer's Credential, an individual shall:
- (a) Have:
 - 1. Three (3) years of full-time, paid experience in the early care and education field and:
 - a. An associate degree in early care and education; or
 - b. The equivalent of thirty (30) credit hours in early care and education coursework;
 - 2. One (1) year of full-time, paid experience in the early care and education field and a bachelor's degree in a field related to early care and education; or
 - 3. Ten (10) years of full-time, paid experience in the early care and education field and a bachelor's degree in a field not related to early care and education; and
 - (b) Complete the trainer's seminar requirement established in Section 4 of this administrative regulation, or equivalent, as approved by the cabinet or its designee.
- (2) An individual who is awarded a Level 3 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:
- (a) Training requirements established in:
 - 1. KRS 199.896(15) and (16);
 - 2. KRS 199.8982(1)(a)6 and (2); or
 - 3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;
 - (b) Requirements of the CDA; or
 - (c) Requirements of a Level 1 through Level 3 Kentucky Early Care and Education Trainer's Credential.

Section 8. Level 4 Kentucky Early Care and Education Trainer's Credential Requirements.

- (1) For a Level 4 Kentucky Early Care and Education Trainer's Credential, an individual shall:
- (a) Have:
 - 1. One (1) year of full-time, paid experience in the early care and education field and a bachelor's degree in early care and education;
 - 2. One (1) year of full-time, paid experience in the early care and education field and:

- a. A bachelor's degree in a field related to early care and education; and
- b. The equivalent of three (3) credit hours in child development; or
- 3. At least ten (10) years of full-time, paid experience in the early care and education field and:

- a. A bachelor's degree in a field not related to early care and education; and
- b. The equivalent of three (3) credit hours in child development; and
- (b) Complete the trainer's seminar requirement established in Section 4 of this administrative regulation, or equivalent, as approved by the cabinet or its designee.

(2) An individual who is awarded a Level 4 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:

- (a) Training requirements established in:
 - 1. KRS 199.896(15) and (16);
 - 2. KRS 199.8982(1)(a)6 and (2); or
 - 3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;
- (b) Requirements of the CDA; or
- (c) Requirements for a Level 1 through Level 4 Kentucky Early Care and Education Trainer's Credential.

Section 9. Level 5 Kentucky Early Care and Education Trainer's Credential Requirements.

(1) For a Level 5 Kentucky Early Care and Education Trainer's Credential, an individual shall:

- (a) Have one (1) year of full-time, paid experience in the early care and education field and a:

- 1. Master's degree or higher in early care and education; or
- 2. Master's degree in a field related to early care and education with three (3) credit hours in child development or the equivalent; and

(b) Complete the trainer's seminar requirement established in Section 4 of this administrative regulation, or equivalent, as approved by the cabinet or its designee.

(2) An individual who is awarded a Level 5 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:

- (a) Training requirements established in:
 - 1. KRS 199.896(15) and (16);
 - 2. KRS 199.8982(1)(a)6 and (2); or
 - 3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;
- (b) Requirements of the CDA; or
- (c) Requirements for a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

Section 10. Specialty Level Kentucky Early Care and Education Trainer's Requirements. (1) To receive a Specialty Level Kentucky Early Care and Education Trainer's Credential, an individual shall have, in the individual's area of expertise,:

- (a) A license, certification, or equivalent; and
- (b) Three (3) years of related experience.
- (2) A Specialty Level Kentucky Early Care and Education Trainer may provide training in the individual's approved area of expertise to an individual who is training to meet the:

- (a) Training requirements established in:
 - 1. KRS 199.896(15) and (16);
 - 2. KRS 199.8982(1)(a)6 and (2); or
 - 3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;
- (b) Requirements of the CDA; or

(c) Requirements for a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(3) A Specialty Level Kentucky Early Care and Education Trainer shall not provide training on the general topics of early care and education pursuant to Section 2(1)(e) of this administrative regulation.

Section 11. General Training Requirements. (1) Except for an employee of a child care center program authorized by 42 U.S.C. 9831-9852, no owner or employee holding a Kentucky Early Care and Education Trainer's Credential shall train an employee of the same child care center or family child care home to meet the training requirements:

(a) Established in:

1. KRS 199.896(15) and (16);
2. KRS 199.8982(1)(a)6 and (2); or
3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;

(b) Of the CDA; or

(c) Of a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(2) The cabinet may monitor training events for compliance with this administrative regulation.

(3) A trainer shall have a current Kentucky Early Care and Education Trainer's Credential to be eligible to train individuals to meet the:

(a) Training requirements established in:

1. KRS 199.896(15) and (16);
2. KRS 199.8982(1)(a)6 and (2); or
3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;

(b) Requirements of the CDA; or

(c) Requirements of a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(4) Post-secondary early care and education coursework sponsored by an accredited institution of higher learning shall meet the training requirements:

(a) Established in:

1. KRS 199.896(15) and (16);
2. KRS 199.8982(1)(a)6 and (2); or
3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;

(b) Of the CDA; or

(c) Of a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(5) A training shall consist of a minimum of one (1) clock hour and may increase in fifteen (15) minute intervals.

(6) A training that is not conducted face-to-face between a trainer and trainee shall:

(a) Consist of a combination of alternative modes of delivery; and

(b) Not consist solely of:

1. Reading an article;
2. Reading an article and answering questions;
3. Watching a video; or
4. Watching a video and answering questions.

(7) Synchronous learning events shall contain interactive modes to demonstrate that the participant is verifiably and actively engaged in the training and content.

(8) Asynchronous learning events shall meet the requirements of subsection (6) of this section and shall include a method to gauge participation.

(9) A training shall be consistent with the principles of the trainer's seminar established in

Section 4 of this administrative regulation.

(10) The cabinet and state contracted partners shall have the ability to audit trainings as necessary.

(11) A trainee shall not repeat online training courses, including orientation, unless:

- (a) Five (5) years have passed since the online training was completed; or
- (b) Required to as part of a disciplinary directive by a state agency or employer.

Section 12. Maintenance of Records for Kentucky Early Care and Education Credentialed Trainers. (1) Credentialed trainers shall:

(a) Enter records of training attendance and trainees into the cabinet-designated data system within ten (10) days of the training;

(b) Maintain records of training and trainees for three (3) years; and

(c) Submit records of training provided and trainees to the cabinet upon request.

(2) All certificates issued by a credentialed trainer or an approved sponsor shall include the:

(a) Name of the training;

(b) Name of the sponsoring organization;

(c) Name of the trainee;

(d) Number of training clock hours completed;

(e) Training start and end date;

(f) Trainer:

1. Signature;

2. Credential number; and

3. Credential number expiration date; and

(g) Core content subject areas.

(3) Cabinet staff shall maintain a database of credentialed trainers.

Section 13. Renewal of a Kentucky Early Care and Education Trainer's Credential. (1) A Level 1 Kentucky Early Care and Education Trainer's Credential shall:

(a) Be valid for three (3) years; and

(b) Not be renewable.

(2) A Level 2 through Level 5 Kentucky Early Care and Education Trainer's Credential shall be renewed every three (3) years.

(3) A trainer renewing a Level 2 through Level 4 Kentucky Early Care and Education Trainer's Credential shall submit to the cabinet or its designee:

(a) A completed DCC-200;

(b) Documentation of thirty (30) clock hours of continuing education since the previous issue date of the credential to include:

1. A minimum of seven (7) clock hours of training on how to train other adults to include:

a. Adult learning theory;

b. Affecting change in behavior; or

c. Organization of training;

2. A minimum of eight (8) clock hours in early care and education; and

3. Any remaining clock hours in training:

a. As required for other related professional licensure, certification, or credential; or

b. In accordance with subparagraph 1 or 2 of this paragraph;

(c) Verification of cabinet-approved training on the cabinet-designated data system, as required by Section 2 of this administrative regulation, if verification has not been previously provided; and

(d) Verification that a training coach has observed the trainer prior to renewal for coaching

purposes.

(4) A trainer renewing a Level 5 Kentucky Early Care and Education Trainer's Credential shall submit to the cabinet or its designee:

(a) A completed DCC-200; and

(b) Verification of cabinet-approved training on the cabinet-designated data system, as required by Section 2 of this administrative regulation, if verification of the training has not been previously provided.

(5) A trainer renewing a Specialty Level Kentucky Early Care and Education Trainer's Credential shall:

(a) Be renewed every three (3) years; and

(b) Submit to the cabinet or its designee:

1. A completed DCC-200;

2. Proof of current license, certification, or credential in the trainer's area of expertise; and

3. Verification of cabinet-approved training on the cabinet-designated data system, required by Section 2 of this administrative regulation, if verification has not been previously provided.

(6) Upon receipt and approval of the required documentation of subsections (3) through (5) of this section, the cabinet or its designee shall award the individual a:

(a) Letter of approval; and

(b) Renewed Kentucky Early Care and Education Trainer's Credential for the appropriate level.

Section 14. Denial of Application or Renewal. (1) The cabinet shall deny a Kentucky Early Care and Education Trainer's Credential if the individual fails to comply with:

(a) Sections 2 through 4 of this administrative regulation; and

(b) Section 5, 6, 7, 8, 9, or 10 of this administrative regulation.

(2) The cabinet shall not renew a Kentucky Early Care and Education Trainer's Credential for an individual who fails to comply with Section 13 of this administrative regulation.

(3)(a) Individuals denied a Kentucky Early Care and Education Trainer's Credential have the right to request a review of the denial by the commissioner of the Department for Community Based Services or designee.

(b) A request for review shall be submitted to the commissioner or designee within ten (10) days of the denial.

(c) Upon completion of the review, the commissioner or designee shall issue a written order regarding the complaint within thirty (30) days unless:

1. Extenuating circumstances prolong the review of the complaint; and

2. The commissioner or designee notifies the complainant of the need for an extension to the timeframe specified in this paragraph.

(d) The individual shall abide by the order.

Section 15. Revocation of Credential. (1) The cabinet shall revoke a Kentucky Early Care and Education Trainer's Credential from a trainer who:

(a) Falsifies a record;

(b) Fails to comply with the requirements established in Section 11 or 12 of this administrative regulation; or

(c) Does not preserve the confidentiality of training and trainee records.

(2) An individual whose credential has been revoked may:

(a) Request a hearing pursuant to 922 KAR 2:260; or

(b) Reapply after a two (2) year period for a Kentucky Early Care and Education Trainer's Credential.

Section 16. Preapproval of Conferences, Seminars, Institutes, Workshops, Independent Studies, and Online Early Care and Education Training. (1) A conference, seminar, institute, workshop, independent study, or online early care and education training using a presenter not holding a current Kentucky Early Care and Education Trainer's Credential shall apply to the cabinet for preapproval to offer training to meet requirements established in:

- (a) 1. KRS 199.896(15) and (16);
- 2. KRS 199.8982(1)(a)6 and (2); or
- 3. 922 KAR 2:090, 2:100, 2:180, 2:230, or 2:250;
- (b) The CDA; or
- (c) A Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(2) Each training event using a presenter not holding a current Kentucky Early Care and Education Trainer's Credential shall apply thirty (30) days prior to the date of the training event. The cabinet shall make a determination within ten (10) working days of receipt of a complete application.

(3) An individual applying for preapproval of a conference, seminar, institute, workshop, independent study, or online training shall submit a completed:

(a) DCC-201, Application for Registration of Conference, Seminar, Institute, Independent Study, or Workshop; or

(b) DCC-201a, Application for Registration of Online Training.

(4) A presenter not holding a Kentucky Early Care and Education Trainer's Credential shall;

(a) Be identified; and

(b) Attach a resume or vita for the presenter to the application required by subsection (3)(a) of this section.

(5) Approval for each presenter not holding a Kentucky Early Care and Education Trainer's Credential shall apply only to the training event approved by the cabinet.

(6) An individual not holding a Kentucky Early Care and Education Trainer's Credential may apply for a maximum of five (5) cabinet-approved training events per calendar year.

(7) Approval for each online training shall expire two (2) years from date of approval.

(8) A sponsor of an in-state approved conference, seminar, institute, workshop, independent study, or online early care and education training shall comply with Section 17 of this administrative regulation.

(9) If preapproval is denied, the decision may be reviewed, upon request, by the commissioner of the Department for Community Based Services or designee, in accordance with Section 14(3)(a) through (c) of this administrative regulation.

(10) If a sponsor of an in-state approved conference, seminar, institute, workshop, independent study, or online early care and education training fails to comply with Section 17 of this administrative regulation, the cabinet shall deny preapproval of future training for two (2) years.

(11) An independent study shall be submitted and preapproved pursuant to this section of this administrative regulation for Kentucky credentialed trainers and trainers not holding a Kentucky trainer's credential.

Section 17. Maintenance of Records for Approved Conferences, Seminars, Institutes, Workshops, Independent Studies, and Online Early Care and Education Training. (1) A sponsor of an approved conference, seminar, institute, workshop, independent study, or online training shall:

(a) 1. Maintain records of each training provided and trainees to include:

a. A copy of the DCC-201 or the DCC-201a; and

b. The employer at the time of training for each trainee; and

2. Provide records on the training provided and trainees to the cabinet upon request; or
(b) Submit information from records required in paragraph (a) of this subsection into the cabinet-designated data system.

(2) Certificates issued for a conference, seminar, institute, workshop, independent study, or online early care and education training shall be in accordance with Section 12(2) of this administrative regulation.

(3) To the extent funds are available, the cabinet shall:

(a) Maintain a list of pre-approved conferences, seminars, institutes, workshops, independent studies, and online trainings or other early care and education trainings from a nationally recognized organization; and

(b) Make the list available to the public.

Section 18. Cabinet-Approved Training Agencies. (1) In order to become a cabinet-approved training agency, an agency shall:

(a) Complete the DCC-203, Application to Become a Cabinet-Approved Training Agency;

(b) Be approved as meeting the requirements established in this section of the administrative regulation and the DCC-203 within forty-five (45) days of receipt of the DCC-203; and

(c) Be recorded and maintained on the cabinet-approved training agency list by state administrators.

(2) The approval status of a training agency shall not be based solely on the density of existing approved training agencies in an Area Development District.

(3) A cabinet-approved training agency may provide:

(a) Sixty (60) clock hours of planned program instruction with field-based assignments pursuant to the requirements of the Council for Professional Recognition and 922 KAR 2:250 to obtain the Commonwealth Child Care Credential from the cabinet; and

(b) An additional sixty (60) clock hours of planned program instruction pursuant to the requirements of the Council for Professional Recognition within two (2) years to obtain the Child Development Associate Credential from the Council for Professional Recognition.

Section 19. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "DCC-200, Kentucky Early Care and Education Trainer's Credential Application", edition 2020;

(b) "DCC-201, Application for Registration of Conference, Seminar, Institute, Independent Study, or Workshop", edition 2020;

(c) "DCC-201a, Application for Registration of Online Training", edition 2020; and

(d) "DCC-203, Application to Become a Cabinet-Approved Training Agency", edition 2020.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. (32 Ky.R. 1963; Am. 33 Ky.R. 158; 445; eff. 9-1-06; 38 Ky.R. 1506; 1758; eff. 5-4-2012; 47 Ky.R. 1304; eff. 6-16-2021.)